

## SECRETARY I (PARKS & RECREATION)

The City of Harrisburg is accepting applications for the position of Secretary I in the Department of Community and Economic Development, Bureau of Parks & Recreation. This position performs secretarial work, such as answering phones, typing, and general clerical tasks, and assists with the coordination of the Department's Parks and Recreation programs. Work is performed under the general supervision of the Recreation Director or his/her designee.

Qualified applicants must have a high school diploma or equivalent, one (1) year of experience performing clerical work and thorough knowledge of the City's recreation programming. Other combinations of training and experience which provide the required knowledge, skills, expertise and abilities necessary to perform the duties of the position will also be considered.

We offer a competitive salary package (\$31,366.32 which increases to \$36,901.56 after six months) plus excellent fringe benefits.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@cityofhbq.com](mailto:HR@cityofhbq.com) **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov/careers](http://www.harrisburgpa.gov/careers)

**JOB TITLE**

**Secretary I – Department of Community and Economic Development – Bureau of Parks and Recreation**

**DEFINITION**

This position performs secretarial work, such as answering phones, typing and general clerical tasks, and assists with the coordination of the Department's parks and recreation programs. Work is performed under the general supervision of the Director of the Bureau of Parks and Recreation and/or the Recreation Director.

**EQUIPMENT/JOB LOCATION**

Work is performed at the Rev. Dr. Martin Luther King, Jr. City Government Center, Reservoir Park and/or at City pool facilities as needed. Work involves use of various machines such as a computer, fax machine, calculator, copier, telephone, and pool facilities as needed during the aquatics season. Duties are typically performed weekdays from 8:30 AM - 5:00 PM or at the discretion of the Director. Hours of work may vary and employee may be required to work evenings, weekends and holidays, as needed, and Article VI, Sections 5 and 7 of the Basic Labor Agreement do not apply.

**ESSENTIAL FUNCTIONS**

Work involves, but is not limited to, the following: Performs varied secretarial, typing and clerical duties, including operations of word processing equipment; does related work as required. Types letters and memoranda; prepares mailings; orders supplies; assists with processing of bills; assist with employment verification process. Serves as a receptionist, answers phones and gives general information in response to public inquires. Reads and routes incoming mail and assembles files and other materials to facilitate reply by a supervisor. Reviews report, letters, memos, fliers, job applications, other documents for accuracy and conformity with established procedures. Handles all tree calls and tree-call follow up including preparation of certified letters; schedules and processes park permits. Aquatics season work involves monitoring daily payroll logs, ordering supplies for lifeguard staff, ordering chemicals for pools and maintaining accurate record of City pool income. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

**NON-ESSENTIAL FUNCTIONS**

Keeps Tree Permit records and schedules appointments. Performs all work as directed by supervisors in accordance with Article XXX, Job Classifications and Section 1 provision of the Basic Labor Agreement.

**JOB TITLE**

**Secretary I – Department of Community and Economic Development – Bureau of Parks and Recreation**

**REQUIRED KNOWLEDGE AND ABILITIES**

- Good knowledge in operation of word processing and some knowledge in operation of computer in areas other than word processing.
- Proficient in Microsoft Publisher.
- Ability to communicate effectively in oral and written form.
- Proficient in grammar and spelling.
- Ability to assist with coordination of City's recreation programs and supplies.
- Ability to understand and follow instructions.
- Knowledge of and the ability to use Microsoft Word, Excel and Outlook.
- Ability to exercise independent judgement.
- Ability to develop and maintain effective working relationships with co-workers and the general public.
- Ability to assist with recreational programming, special events, and presentations and ability to instruct others in such activities is preferred.
- Assist Director in monitoring outcomes for summer recreation programs.

**QUALIFICATIONS**

High School diploma or equivalent.

At least one year of experience in the clerical field involving word processing equipment and thorough knowledge of the City's recreation programming.

Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, expertise and abilities necessary to perform the duties of the position will be considered.

Must be certified or possess ability to pass proficiency test to become certified in the operation of word processing equipment within 90 days of appointment.